



February 6, 2003

RE: Consultant Registration & General Information

Dear :

Enclosed is the Registration Form Notice regarding the renewal for current registrations which will be expiring on March 31, 2003. The Registration Form is on our website located at [http://www.state.me.us/mdot/project/design/cons\\_registration\\_form2-5-03.doc](http://www.state.me.us/mdot/project/design/cons_registration_form2-5-03.doc) Additional specialty categories have been added to the discipline list to reflect those areas for which the Department utilizes consultant services. Due to a lack of storage space, we are requiring renewals be submitted in electronic format, either by e-mail at [MDOT.contracts@maine.gov](mailto:MDOT.contracts@maine.gov) (preferred), compact disc (CD), or 3-1/2" floppy diskette.

In an effort to help the consultant community, we have added subconsultants to our registration process. This will provide the Department with background information, and subconsultants will benefit by gaining exposure within the Department.

In addition, we would like to take the opportunity to update you on some of the recent changes made by the Department, and other areas of interest.

**1. Standard Specifications for Highways and Bridges / Standard Details.** The Department has updated its Standard Specifications for Highways and Bridges and its Standard Details with December 2002 editions. These revisions were effective on all projects, including Locally Administered Projects (LAP's) as of December 18, 2002. The new specs can be viewed or downloaded from the MDOT Contracts Website at: <http://www.state.me.us/mdot/project/design/homepg.htm> or traditional copies can be ordered from the MDOT print shop (624-3220 @\$13.00 each.

**2. Consultant General Conditions and Supplement.** we have added a Supplement to the Consultant General Conditions, which reflects a few minor changes in Sections 1.3.3 - "Priority of Conflicting Documents" and 10 - "Indemnification and Insurance". The General Conditions and Supplement are located on our website at [http://www.state.me.us/mdot/project/design/cons\\_content.htm](http://www.state.me.us/mdot/project/design/cons_content.htm)

**3. Audited Overhead Reports.** Those of you who have entered into new contracts with the Department recently have noticed that we are taking a somewhat different approach by establishing an overhead rate for our Project Contracts. The purpose is to negotiate a

rate that is within the overhead cap for the type of services provided while at the same time being supportable by your firm and allowable under the Federal Regulations. In order to establish these rates, it is important that we have a current Audited Overhead Report on your firm. If you have an active contract with the Department, or anticipate one, and have not yet done so, please submit your most recent report to the Contracts Section. This report must be submitted on an annual basis to ensure that your most current overhead rate, within the overhead cap allowable, is reflected in the contract.

In the past, the Department utilized the overhead cap for the type of services provided. Many times, this resulted in the Consultant or the Department having to reimburse large sums of money to the other party, sometimes following an audit several years after expiration of a contract. By establishing these rates at the time of contract negotiations, we can lessen the amount of reimbursement by both parties.

**4. Certificates of Insurance.** If you do not have current Certificates of Insurance on file with us, please request your agent to submit them. These certificates must be kept current in accordance with the requirements outlined in Section 10 – “Indemnification and Insurance” of the Consultant General Conditions, in order to continue to provide consultant services for the Department.

**5. RFQ’s and RFP’s Posted on Website.** You may have noticed that we have been posting many RFQ’s and RFP’s on our website recently. We want to make sure you know where these solicitations are being posted, and to recommend that you check this site periodically for new postings. This link is as follows:  
[http://www.state.me.us/mdot/project/design/cons\\_content.htm](http://www.state.me.us/mdot/project/design/cons_content.htm) In the future, we would like to provide you a courtesy e-mail informing you of current RFQ’s/RFP’s posted for those disciplines provided by your firm which you indicate in your registration. Please be sure to provide your e-mail address on the Registration Form.

**6. Frequently Asked Questions (FAQ’s).** You will also notice that we have added FAQ’s to our website. The purpose is to provide answers to commonly asked questions, and to provide convenient access to that information.

If you have any questions or need any assistance in any of these areas, please feel free to email us at [MDOT.contracts@maine.gov](mailto:MDOT.contracts@maine.gov) or call the Contracts Section at (207) 624-3430.

Sincerely,

The Contracts Section